

## Mending Fences, LLC Performance Review Summary Form

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Employee Name:

Hire Date:

School:

Position Title: Behavior Aide

Review Completed By:

Review Period: September 2016 to June 2017

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### Key Elements:

1. **Job Skills and Work Habits** - the employee meets expectations in performing the job functions of his/her position as defined in employee's job description and the employee's handbook, the extent to understand and demonstrate the nature of the duties.
  - 5 Consistently Exceeds Expectations (supporting statement/documentation required)
  - 4 Fully Achieves and Occasionally Exceeds Expectations
  - 3 Fully Achieves Expectations
  - 2 Sometimes Achieves Expectations
  - 1 Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)
2. **Service & Relationships** - the extent to which the employee's behaviors are directed toward fostering positive working relationships with their client in a diverse workplace, respect for one's fellow workers, and cooperation with students, teachers, and administration. Cooperate and work well with others.
  - 5 Consistently Exceeds Expectations (supporting statement/documentation required)
  - 4 Fully Achieves and Occasionally Exceeds Expectations
  - 3 Fully Achieves Expectations
  - 2 Sometimes Achieves Expectations
  - 1 Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)
3. **Attendance, Promptness & Dependability** - the extent to which the employee contributes to the effectiveness of the company by following the policies – use of calling out sick, number of absences and promptness in observing work hours and requesting -Time off in an appropriate time frame)
  - 5 Consistently Exceeds Expectations (supporting statement/documentation required)
  - 4 Fully Achieves and Occasionally Exceeds Expectations
  - 3 Fully Achieves Expectations
  - 2 Sometimes Achieves Expectations
  - 1 Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)
4. **Adaptability & Flexibility** - the extent to which the employee exhibits openness and able to support the organization with new clients, teachers, flexibility as it pertains to working with other students and overall programs in relations to the company best interest.
  - 5 Consistently Exceeds Expectations (supporting statement/documentation required)
  - 4 Fully Achieves and Occasionally Exceeds Expectations
  - 3 Fully Achieves Expectations
  - 2 Sometimes Achieves Expectations
  - 1 Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)

**5. Decision Making, Problem Solving, Resourceful** - the extent to which the employee makes sound and logical job-related decisions that are in the best interest of the company; independently displaying mental stamina required to get the best results without the urgency on the part of the supervisor.

- 5 Consistently Exceeds Expectations (supporting statement/documentation required)
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)

**Employee Name:**

**Hire Date:**

**Documentation and Timesheet**- the extent to which the employee meets expectation in following the policy surrounding documentation, completing weekly data and monthly reports with specific information needed.

- 5 Consistently Exceeds Expectations (supporting statement/documentation required)
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)

**Attitude and Professionalism** – the extent to which to which the employee practices and display a good attitude as well as proper grooming and personal care as it relates to the employee’s dress code policy.

- 5 Consistently Exceeds Expectations (supporting statement/documentation required)
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Unsatisfactory/Rarely Achieves Expectations (supporting documentation required)

**POINTS**

**TOTAL RATING**

<b>Consistently Exceeds Expectations</b>	=	<b>31 - 35</b>
<b>Fully Achieves and Occasionally Exceeds Expectations</b>	=	<b>26 - 30</b>
<b>Fully Achieves Expectations</b>	=	<b>21 - 25</b>
<b>Sometimes Achieves Expectations</b>	=	<b>16- 20</b>
<b>Unsatisfactory/Not Eligible for Across the Board Increase (Performance Improvement Plan Required)</b>	=	<b>15 or less</b>

**Final PR Rating:**

**Employee's Comments:** (Employees may provide additional comments to be retained with this document in the personnel file.)  
signing below, I acknowledge that I have participated in the review process and have received a copy of the review.

(1) \_\_\_\_\_  
Supervisor's Signature                      Date

(2) \_\_\_\_\_  
Employee's Signature                      Date

**Goals & Objectives Form**

**Employee Name:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_  
**Department:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_  
**Review Completed By:** \_\_\_\_\_ **Review Period:** January 2014

- 1. **Goals and Objectives have been developed and discussed with employee?**                      Yes                      No
  
- 2. **Job Duties and Performance Expectations have been discussed with employee?**                      Yes                      No
  
- 3. **Appropriate corrective action has been discussed with employee?**                      Yes                      No NA

	<b>Goals and Objectives</b>	<b>Time Frame</b>	<b>Evaluation</b>
<b>1</b>			

<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			